



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: March 2, 2009
POSITION: OFFICE TECHNICIAN (TYPING) - Permanent Intermittent
SALARY: \$2686 – \$3264
LOCATION: Various – Positions may exist in the following areas:
Oxnard, Pasadena, Orange, Inland, San Diego, Inglewood, Fresno, LA

POSITION DESCRIPTION:

Under general supervision, performs complex clerical work, which includes Receptionist and Mail Room duties to be performed on a rotating basis. The duties involve general typing and other work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, involving thorough knowledge of the appeals process and Employment Development Department (EDD) procedure.

- Answer telephone calls, receive and refer parties/visitors, and provide factual information to the public within specific subject matter areas and, following definite guidelines, properly document daily Administrative Law Judge docket by annotating parties present for hearings.
- Receive, process, distribute and dispatch mail, review decisions for format, make corrections as needed, copy and mail decisions following definite guidelines, i.e., empty mail bins, weigh and meter mail and deliver to proper mail facility.
- Generate daily disposition report by inputting closed case data in the computer, verifying the report for accuracy. File closed cases on shelf.
- Use computer to create form decisions, standard letters and legal documents, respond to EDD e-mail, taking appropriate action as required, input/retrieve information.
- Assist in training employees. File and/or purge closed cases. Maintain supplies. Operate copy machine and other office equipment. Correct simple typographical errors in decisions. Perform other clerical work as required.

WHO SHOULD APPLY:

Persons who are reachable on the current CUIAB Office Technician (Typing) list or who are currently in the class of Office Technician (Typing), or other classes within transfer range. SROA and surplus employees will be given first consideration. Position may be downgraded to Office Assistant (Typing) for recruitment purposes. **Notate on application the location in which you are applying.**

SUBMIT APPLICATION

(Form 678) to: CUIAB, Administrative Services
Attn: Kim Langan, APA
2400 Venture Oaks Way Ste. 400
Sacramento, CA 95833

CONTACT: For more information about this position, contact:
Kim Langan, APA
(916) 263-0288

FINAL FILING: Continuous

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.